

Reserve

Suggested Outline

COUNTY 4-H PROGRAM OF WORK

(Long-time program to be revised about every five years)

I. Purpose and general objectives of 4-H Club work.

A. Legal basis.

1. Federal laws.
2. State laws.
3. County support.

B. Interpretation of legal responsibility into broad objectives.

1. Agriculture and home economics.
2. Personality and character development.
3. Rural life and community responsibility.

II. Analysis of the situation in the county.

A. The youth population.

1. How many? On farms, rural nonfarm, cities:
2. Age distribution? 10-14, 15-19, 20-24:
3. School status? Elementary, high school, out of school:
4. Probable occupation? Farming, homemaking, other:

B. Agriculture of the county:

1. How many farms?
2. How many people living on farms?
3. Major agricultural enterprises?
4. Types of farming? Commercial, part-time, self-sufficing,  
general, specialized:
5. Land use? Soil, erosion, tenancy, size of farms:
6. Opportunities for young men to get started in farming.
7. Major agricultural problems.
8. Map showing differences by areas.

C. Home conditions in the county?

1. How many homes? Farm, rural nonfarm:
2. Size of families? Farm, rural nonfarm:
3. Status of nutrition and health.

---

In-service training material, 1941 Division of Field Studies and Training  
Extension Service, U. S. Dept. of Agr.



4. Housing conditions, family relations.
5. Situations related to money management; clothing, equipment, education, ...
6. Major homemaking problems.

D. Social, civic, and recreational conditions.

1. What are the recognized communities in the county?
2. Nationality background of the people.
3. Churches, how many, who attends, their program.
4. Farm organizations and their programs.
5. Other organizations: Lodges, civic clubs, P. T. A., etc.
6. Rural-urban relationships.
7. Recreational facilities and their use: Libraries, parks, community halls, movies, radio, facilities for swimming, hunting, etc.
8. Major problems related to community life.
9. Map showing communities, organizations, etc.

E. The schools of the county and their programs.

1. How many? Elementary, high school, college:
2. Where located and area served? One-room, consolidated, etc.
3. Program of elementary schools? Agriculture, homemaking, health, music, athletics, extra-curricular activities, etc.
4. Program of high schools?
  - a. Vocational agriculture.
  - b. Vocational home economics.
  - c. Other vocational courses.
  - d. Extra-curricular activities.
5. Major fields of youth training not included in school program
6. Map showing location of schools.

F. Youth program of other organizations and agencies and the young people participating.

1. The churches, Y. M. C. A., Y. W. C. A.
2. Boy Scouts, Girl Scouts, Camp Fire Girls, etc.
3. N. Y. A., C. C. C., etc.
4. Other organizations or agencies.

G. Differences in situations by areas or communities in the county, in relation to:

1. Youth population.
2. Agricultural conditions.
3. Home conditions.



4. Social situations.
5. Schools.
6. Programs of other youth-serving organizations.

H. 4-H Club work in the county, its development and present status.

1. Brief history - when started, how developed.
2. Enrollment - present and past; what part of farm youth and nonfarm youth are being reached?
3. Completions.
4. Reenrollment - length of membership.
5. Present activities of former members.
6. Map showing geographical distribution of clubs and membership in relation to potential membership by communities (towns, townships, or other areas used).

I. Major problems and interests of youth as they see them:

1. Boys.

- a. Younger group - in school.
- b. Older group - in school.
- c. Older group - out of school.

2. Girls.

- a. Younger group - in school.
- b. Older group - in school.
- c. Older group - out of school.

J. Major problems to which 4-H Club work should give attention.

III. Organization for conducting 4-H Club work (present and proposed).

A. Employed personnel.

1. Their functions (responsibilities or duties).
2. Number of agents employed and percentage of time given to 4-H work.
3. Number of agents needed and amount of time necessary for 4-H work.
4. Division of responsibilities between agricultural, home demonstration, club, and assistant agents.
5. Long-time plans of the agents for professional improvement.



B. County-wide organizations; composition and functions of each group.

1. Executive or advisory committee.
2. Local leaders' association.
3. Council of club officers or older members.
4. County-wide clubs.
5. Special committees.

C. Organization of 4-H Clubs in the communities.

1. Type of organization - project, agriculture-home-making, community, project groups; junior-senior.
2. Area served by local clubs.
3. Meeting time -- during school, after school, evenings, Saturdays, etc.
4. Meeting place, homes, school, etc.
5. Duration of organizational activity: Year-round, summer only, winter only.
6. Time of year for organization or reorganization.

D. Yearly program of work of local clubs.

1. Who shall plan it?
2. What should it include?
3. In what form should it be recorded, and who will have copies?

E. Leadership of 4-H Club work in the communities - composition and functions of each group of person:

1. Community sponsoring committee.
2. Adult leaders in charge of clubs.
3. Adult assistant leaders.
4. Junior leaders or project captains (older 4-H members).
5. Club officers.
6. Committees of club members.
7. Parents of club members.

F. Selection of leaders.

1. What kind of people are wanted for local leaders?
2. How will they be secured?

G. Leadership training and recognition.

1. Leaders of local clubs - new leaders, experienced leaders.
  - a. Handbook, bulletins, circular letters, etc.
  - b. Visits at leader's home, at club meetings, in agent's office, etc.



- c. Leader-training meetings.
- d. Methods of maintaining morale of leaders.

- 2. Club officers - bulletins, officer-training meetings, etc.
- 3. Parents - visits, letters, parents' meetings, etc.

#### H. Relationships with other organizations.

- a. Schools - Developing and maintaining cooperative relations with county superintendent, vocational teachers, etc.
- b. Newspapers.
- c. Service clubs, Chamber of Commerce, etc.
- d. Other youth organizations.
- e. Land-use planning committee.
- f. Etc.

#### IV. Agricultural and homemaking projects (demonstrations).

(Major headings A, B, C, etc., will be determined by situation in county. They may be grouped as crops, livestock, foods, etc., or divided as cotton, dairy, canning, etc., depending upon the county situation. Under each major heading, the following subheadings are suggested)

- 1. What situations justify the inclusion of this project or groups of projects in the program? What are the problems involved?
- 2. What specific knowledges, skills, and practices should 4-H members learn from participation in it? For 1 year, for several years.
- 3. How will it be divided into projects (demonstrations) or phases of projects? What are the recommended units and the minimum requirements?
- 4. What methods will be used?
  - a. Bulletins and mimeographed materials, news stories, radio, circular letters, etc.
  - b. Instruction at club meetings.
  - c. Visits to members' homes, tours, etc.
  - d. Demonstrations and judging.
  - e. Exhibits.
  - f. Special events or activities.
- 5. What are the long-time goals?
  - a. Number of different boys and girls to be enrolled or reached.
  - b. Completions
  - c. Length of membership.
  - d. Participation in judging, demonstrations, exhibits, special activities.



## V. Other activities and special events.

(Major headings A, B, C, etc., will be determined by the situation in the county. They might include such items as: Health; conservation; music; dramatics; athletics; club treasuries; community-service activities; local achievement days; county-wide spring rally; county fair; county camp; county achievement day; participation in State events; devices to motivate members such as membership buttons, achievement pins, prizes at county fair, etc.; and devices to motivate clubs such as charters, publicity, score card, etc. Under each major heading the following subheadings are suggested.)

1. What situations justify the inclusion of this event or activity in the program? What problems are involved?
2. What should 4-H members receive from participation?  
What are the specific objectives?
3. How will the activity be carried out?
  - a. Planning it.
  - b. Cooperation and responsibility of other organizations, agencies, or persons.
  - c. Methods of conducting it.
4. What are the long-time goals?

## VI. Measurement of results.

- A. What evidence can be secured to show the degree to which the objectives set up for the 4-H program are being achieved?
- B. Records and reports necessary to secure such evidence, including records or reports of individual members, 4-H Clubs, local leaders, activities and events.
  1. Who will keep them?
  2. How will they be assembled and summarized?
  3. What use will be made of them?
- C. Special studies to secure additional evidence of degree to which program is achieving its objectives.
- D. Permanent records desirable for reports to taxpayers and appropriating bodies, and for the continuous and successful functioning of the program.
  1. Financial transactions.
  2. County 4-H program of work.
  3. Annual plan of work.
  4. Annual report.
  5. Record of individual 4-H members.
  6. Record of 4-H Clubs and their leaders.

